



USAID | AFGHANISTAN

FROM THE AMERICAN PEOPLE

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VAC No: USAID/306/08/60/OSSD

USAID/Afghanistan is inviting applications for the position of **Project Management Specialist-Health**

JOB SUMMARY: The Project Management Specialist (Health) will be assigned to USAID/Afghanistan's Office of Social Sector Development (OSSD). The incumbent will serve under the direction of the Health Team Leader and will work on all aspects of health programs of USAID/Afghanistan. The incumbent will often represent USAID/Afghanistan at meetings with Ministry of Health and other donor agencies. Other duties will include:

- Coordinating all correspondence and document management between USAID/Afghanistan, project implementing agents, the Ministry of Health, and AID/W regarding health and/or population issues, as necessary.
- Traveling within Afghanistan to monitor health and population project activities and interventions, as appropriate.
- Providing financial, administrative and project management oversight on behalf of USAID/Afghanistan for specific health and/or population projects, as assigned. This will include project design and closeout, as well as management of the complete obligation, earmark, commitment, disbursement and accrual processes.
- Providing logistical and administrative support for short-term consultants including assistance during the consultancies.
- Performing other related activities as assigned by the supervisor as needed to meet USAID/Afghanistan's health, population objectives.

QUALIFICATIONS: A Bachelor's degree in the relevant field and operational understanding of health issues in Afghanistan is required.

EXPERIENCE: Four to six years of progressively responsible project management experience is required. Demonstrated understanding of the Ministry of Health governmental structure is also required.

LANGUAGE: Fluency in English and local languages both (written & Spoken) required.

ABILITY AND SKILLS: Must be able to analyze and evaluate data, prepare actual reports and present findings. Proficiency in MS Office is required. The candidate must demonstrate competency with computers, especially word processing and spreadsheet programs. The candidate must be able to demonstrate strong writing, administrative management and interpersonal skills.

COMPENSATION PACKAGE

Position Grade Level: FSN-10. Starting salary and grade will be determined on the basis of qualifications, work experience and/or previous salary history. It is the policy of the United States government to ensure equal employment to all persons without regard to race, color, religion, sex, national origin, age, disability or sexual orientation.

HOW TO APPLY

Interested applicants should apply with their complete bio-data to the Human Resources Division, USAID/Kabul. Employees in probationary status or with less than three months of USG service are not eligible to apply. Please send your application to mailbox ossd0860@usaid.gov. Please note that Applications without USAID Employment Form will not be entertained. Closing date for submitting application is **June 8, 2008**.